

MINUTES OF PUBLIC HEARING AND REGULAR MEETING

April 25, 2017

AT 7:00 P.M. AT THE HAMBURG ELEMENTARY SCHOOL

PRESENT: Charlotte Ambrose [arrived at 7:01 P.M.], Mathew Christy, Karen Crosby, Martina Cuevas [arrived at 7:17 P.M.], Sandra Cunningham, Jennifer Davis, Timothy Gillen, Sheila Frayko, Vice President

10 Members of the Public

ABSENT: Robert Jones, President

Mrs. Frayko, Vice President, **opened the meeting at 7:00 P.M.**, with the Flag Salute and Pledge of Allegiance, which was followed by the following statement:

"This meeting is being conducted in compliance with the Open Public Meeting Act-Chapter 231-Public Laws of 1975. Advance written notice of at least 48 hours was given specifying the time, date, and to the extent known, the agenda and stating whether formal action may or may not be taken and has been properly posted at the school, mailed to the Clerk/Administrator, mailed to the N.J. Herald, the Sunday Herald and the Star Ledger."

Mrs. Ambrose arrived at 7:01 P.M.

PRESENTATION TO THE BOARD

The Hamburg School Board of Education Student of the Month for April 2017 honorees were:

Grade PreK – 2 recipient – Beatrice Douglas
Grade 3 - 5 recipient – Olivia Williams
Grade 6 - 8 recipient – Avery DelGuidice

Mrs. Frayko presented each student with a certificate of recognition.

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PUBLIC HEARING ON THE PROPOSED FY 2016-2017 BUDGET

Mr. Jinks and the Board Secretary discussed the proposed FY 2017-18 budget.

Mrs. Cuevas arrived at 7:17 P.M.

OPEN TO THE PUBLIC

On motion by Mrs. Cunningham, seconded by Mrs. Davis, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:18 P.M.**

At this time, members of the public are invited to address the Board. Please note that public comments on the agenda items will be made in accordance with Policy 0167 – Public Presentation at Board Meetings. Each statement made by all participants may be limited to three minutes in duration. If you would like to address the Board, please raise your hand to be called upon. Once called, please stand and state your name and address before making your statement to the Board.

Mr. John Burd, Councilman, addressed the Board on the amount of surplus the Board is budgeting in the FY 2017-18 budget.

The Board Secretary responded.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:19 P.M.**

On motion by Mr. Christy, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, **adopted the budget for the 2017-18 school year for the Hamburg Borough Board of Education, as follows:**

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

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<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	\$ 6,494,499	<u>General Fund</u>	
Capital Outlay	\$ 125,130	..Budgeted Fund Balance	\$ 739,599
Special Revenue Fund	\$ 61,389	..Local Tax Levy	\$ 4,136,209
Repayment of Debt	\$ 220,775	..Misc Revenue	\$ 14,444
		..Tuition	\$ -
		..State Aid	\$ 1,629,377
		Withdraw from C/R	\$ 100,000
		..Semi/Medicaid	\$ 0
Total Expenditures	\$ 6,901,793	<u>Special Revenue Fund</u>	
		..State Aid	\$ 0
		..Federal Aid	\$ 61,389
		<u>Debt Service Fund</u>	
		..Budgeted Fund Balance	\$ 0
		..Local Tax Levy	\$ 220,775
		..State Aid	\$ -
		Total Revenue	\$ 6,901,793

APRIL 25, 2017 REGULAR MEETING AGENDA

FY 2017-18 ANNUAL PERSONNEL APPOINTMENTS

On motion by Mrs. Ambrose, seconded by Mr. Christy, and carried unanimously by roll call vote, approved the following FY 2017-18 Annual Personnel Appointments as depicted A through D:

- A. Appointed the Board Secretary, the Public Agency Compliance Officer (per Affirmative Action requirements), the Contracting/Qualified Purchasing Agent and the Custodian of Records—William J. Sabo
- B. Appointed the Affirmative Action Officer, the ADA Coordinator and the Temporary/Acting Board Secretary [if the Board Secretary is absent from a Board meeting] —Roger A. Jinks, Jr.
- C. Appointed the Right-to-Know Officer, AHERA/Asbestos Management Officer, Integrated Pest Management Coordinator and Indoor Air Quality Designated Individual—Robert Zierden

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D. Approved the Treasurer of School Monies – Christine Licata.

FY 2017-18 ANNUAL DESIGNATIONS

On motion by Mr. Gillen, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, approved the following FY 2017-18 Annual Designations [A - C]:

- A. Designates AXA/Equitable, Lincoln National Life Insurance Company and Lincoln Investment Planning, Inc. as 403(b)/Tax Shelter vendors/providers.**
- B. Designates the New Jersey Herald, the Star-Ledger and the Sunday Herald as the official newspaper for advertising and for public notices the Star Ledger for certain employment ads and/or notices and njhire.com for various employment ads.**
- C. Designates Chris Imbrie as surrogate parent for the 2017 – 2018 school year.**

FY 2017-18 ANNUAL AUTHORIZATIONS

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, approved the following FY 2017-18 Annual Authorizations [A through F], as depicted:

- A. Empowers the Chief School Administrator and Business Administrator/Board Secretary to implement the 2017-18 budget pursuant to the policies and regulations of the NJ State Department of Education and the Hamburg Borough Board of Education.**
- B. Permits the Business Administrator to audit and to approve any account and demand to be paid prior to presentation to the Board. Any such approval shall be presented to the Board for ratification at their next meeting as per NJSA 18A:19-4.1.**
- C. Authorizes the Business Administrator to make purchases up to the bid threshold, utilizing the quotation process and/or purchases from New Jersey State Contract Vendors and/or from board approved pricing cooperatives/consortiums approved awarded vendor lists [such as approved vendors from the West/Central New Jersey Cooperative Bid Program/Ed-Data/Morris County Educational Services Commission the lead agency, the Middlesex Regional Educational Services Commission's Cooperative Pricing**

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System, the Hunterdon County Educational Services Commission's Pricing System, etc.].

- D. Authorizes the Business Administrator, on an as needed basis, to issue advance payment and/or partial payment to facilitate district requisitions.**
- E. Authorizes the Superintendent and/or his designee to declare miscellaneous items no longer needed as surplus and to dispose of these items.**
- F. Authorizes the Superintendent and/or the Business Administrator to enter into inter-local agreements with other school districts, municipalities and/or county governments for miscellaneous services, supplies or equipment.**

FY 2017-18 PROFESSIONAL SERVICES ANNUAL APPOINTMENTS

On motion by Mr. Gillen, seconded by Mr. Ambrose, and carried unanimously by roll call vote, approved the following FY 2017-18 Annual Professional Services Annual Appointments [1 – 14]:

WHEREAS, there exists a need for various professional services, and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-5) requires that a resolution authorizing the contracting of professional services without competitive bids as adopted:

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Borough of Hamburg that the following professional services be contracted by the Hamburg Borough Board of Education for the 2017-18 school year without competitive bidding as a professional service in accordance with 18A:18A-15 of the Public School Contracts Law, not to exceed a contractual amount of \$200,000, as follows:

- 1) Cleary, Giacobbe, Alfieri & Jacobs, Matthew Giacobbe, Esq., Board Attorney & Negotiator-\$150 per hour, plus reimbursable expenses as depicted in DOCUMENT A.**
- 2) Nisivoccia LLC, Valerie A. Dolan, Board Auditor, - \$25,350, as depicted in DOCUMENT B, including the Peer Review Summary Report.**
- 3) Parette Somjen, Greg Somjen, Board Architect, - \$164 per hour and other reimbursable expenses as depicted in DOCUMENT C.**

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- 4) J&B Therapy, LLC, - \$89.50 per hour for OT & PT, \$83.00 for Speech Services, \$90.00 for LDTC Services, \$90 for BCBA Services, \$405.00 per LDTC evaluation and other reimbursable expenses as depicted in DOCUMENT D.
- 5) Mary Ellen Diffily, Physical Therapist, - \$85 per hour and other reimbursable expenses as depicted in DOCUMENT E.
- 6) Gurbir S. Saluja, M.D., and Manmohan Saluja, M.D., School Physicians, \$2,500 per annum as depicted in DOCUMENT F.
- 7) Arthur J. Gallagher Risk Management Services, Inc., George Morville, Agent/Risk Management Consultant for the New Jersey Schools Insurance Group.
- 8) Agent, Fortitude Insurance Group, Mitchell Mund, Agent, Dental Insurance Broker.
- 9) Phoenix Advisors, LLC-Continuing Disclosure Agent \$850 as depicted in DOCUMENT G.
- 10) CDK Systems, Inc.—Financial Software Provider.
- 11) R&L Data, Inc.-Payroll Software Provider.
- 12) Educational Data Services, Inc.—Cooperative Bidding Service Vendor
- 13) The Educational Services Commission of NJ Cooperative.
- 14) Hunterdon County Ed. Services Commission-Cooperative.

FY 2017-18 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

On motion by Mrs. Cunningham, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, approved the following FY 2017-18 Miscellaneous Annual Adoptions/Appointments [A through D]:

- A. Readopts the existing Board Bylaws and Policy Manual for the 2017-18 school year.
- B. Readopts any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.

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C. Adopts the existing Curriculum Guides and Curriculum textbooks.

D. Establishes a Petty Cash Account in the amount of \$200 and to appoint Louise Murphy as Custodian of the Petty Cash Account.

APPROVAL OF MINUTES

On motion by Mr. Christy, seconded by Mrs. Davis, and carried by the following voice vote, approved the 16 March 2017 Regular Meeting minutes:

Yes	-	8
No	-	0
Abstain	-	0

On motion by Mr. Gillen, seconded by Mrs. Ambrose, and carried by the following voice vote, approved the minutes and the Executive Minutes of the 12 April 2017 Special Board Meeting:

Yes	-	8
No	-	0
Abstain	-	0

CORRESPONDENCE

The Board Secretary reviewed a letter from Mrs. Dawn Babcock, Treasurer of School Monies, resigning as of 30 June 2017.

The Board Secretary reviewed a letter of interest [in the Treasurer of School Monies position effective 1 July 2017] from Ms. Christine Licata. Ms. Licata will be replacing Mrs. Dawn Babcock as the Chief Financial Officer for the Borough of Hamburg.

OPEN TO THE PUBLIC

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On motion by Mr. Christy, seconded by Mrs. Cunningham, and carried unanimously by voice vote, **opened the meeting to the public for agenda items at 7:26 P.M.**

No one addressed the Board.

On motion by Mrs. Cunningham, seconded by Mrs. Davis, and carried unanimously by voice vote, **closed the meeting to the public for agenda items at 7:26 P.M.**

COMMITTEE REPORTS

State & County School Boards – No report.

Sussex County Educational Services Commission – Mrs. Ambrose updated the Board on the recent Sussex County Educational Services Commission meeting.

Liaison with the Hamburg Borough Council – Mrs. Frayko discussed the possibility of the posting of school information on the Borough's sign and Borough information on the School's sign. A brief discussion ensued.

Building & Grounds – Mr. Gillen stated that the Building and Grounds Committee will meet at 6 P.M. on Tuesday 23 May 2017.

Education & Policy –

On motion by Mrs. Ambrose, seconded by Mr. Gillen, and carried unanimously by roll call vote, **accepted, approved, abolished the following Policies/Regulations/Bylaws:**

0000.02	Introduction (M) (Revised)
P2320	Independent Study Programs (Abolished)
P2415.06	Unsafe School Choice Options (M) (Revised)
P&R2460	Special Education (M) (Revised)
R2460.1	Special Education – Location, Identification & Referral (M) (Revised)
R2460.8	Special Education – Free & Appropriate Public Education (M) (Revised)
R2460.9	Special Education – Transition From Early Intervention Programs to Preschool Programs (M) (Revised)
R2460.15	Special Education – In-Service Training Needs for Professional and Paraprofessional Staff (M) (New)
R2460.16	Special Education – Instructional Material to Blind or Print-Disabled Students (M) (No Revision Required/Readopt)
P2464	Gifted and Talented Students (M) (Revised)

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P2467	Surrogate Parents and Foster Parents (M) (Revised)
P2622	Student Assessment (M) (Revised)
P&R3160	Physical Examination (M) (Revised)
P&R4160	Physical Examination (M) (Revised)
P&R5116	Education of Homeless Children (Revised)
P8350	Records Retention (New)

As shown on www.straussesmay.com

Negotiations & Personnel –

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, accepted the resignation of Mrs. Dawn Babcock as Treasurer of School Monies effective 30 June 2017.

On motion by Mr. Gillen, seconded by Mr. Christy, and carried unanimously by roll call vote, appointed Ms. Christine Licata as Treasurer of School Monies effective 1 July 2017 at an annual salary of \$5,500.

Finance Committee -

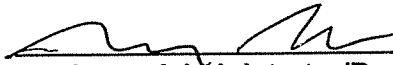
On motion by Mr. Christy, seconded by Mr. Gillen, and carried unanimously by roll call vote, after some discussion approved, accepted, announced and/or certified items a through f:

- a. Approved the March 2017 bills in the amount of \$561,155.04 and the bills from April 1 to April 25, 2017 in the amount of \$544,470.66.
- b. Approved the bills for the Cafeteria Account in the amount of \$6,071.82.
- c. Accepted the Board Secretary's and Treasurer's Reports for 31 March 2017.
- d. Approved the Transfers made by the Superintendent after the 16 March 2017 Board Meeting, with fund 10 debits totaling \$22,300 as depicted on DOCUMENT H and the Board acknowledges that these transfers may increase/decrease the maximum dollar limit established as part of the 2016-17 budget process for various professional services.
- e. Pursuant to N.J.A.C. 6A:23A-16.10, the Board Administrator/Board Secretary certifies that as of 31 March 2017, no budgetary line item account has been over-expended violating N.J.A.C. 6A:23-2.12(a).

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- f. Pursuant to N.J.A.C. 6A:23A-16.10, the Board of Education certifies that no major account has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.



Business Administrator/Board Secretary

31 March 2017

DATE

OLD BUSINESS

The Board Secretary reminded the Board members to schedule their required training.

Mrs. Frayko updated the Board on the meeting held on 8 April 2017 at the Wallkill Valley High School. The meeting was facilitated by New Jersey School Boards Association and representatives from all five Wallkill Valley sister districts were in attendance.

On motion by Mr. Christy, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, **approved two Hamburg Borough Board of Education members to represent Hamburg Board of Education on a newly formed Ad Hoc Joint Wallkill Valley (and representatives from its four districts) committee.**

NEW BUSINESS

No new Business.

BOARD SECRETARY'S REPORT

The Board Secretary reported a potential interest income shortfall in FY 2016-17 but the shortfall should be made by increases in other revenue categories.

On motion by Mrs. Cunningham, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, **approved the submission of a FY 2017-18 grant application to the New Jersey Schools Insurance Group, in the amount of \$3,000, to defray the cost of replacing a set of doors to the gymnasium.**

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On motion by Mr. Christy, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, approved the 2017-18 District Summary Award Letters for purchases to be made through the Morris County Educational Services Commission/Ed-Data Cooperative [DOCUMENT I].

On motion by Mrs. Davis, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, approved the FY 2017-18 tuition rates [maintaining the same rates as FY 2016-17], as follows:

• Kindergarten	\$11,976
• Grades 1-5	\$13,846
• Grades 6-8	\$13,025
• BD	\$21,525**
• PSD P/T	\$ 8,459
• PSD F/T	\$24,302

**** 75% of the calculated tuition rate.**

On motion by Mrs. Cunningham, seconded by Mrs. Frayko, and carried unanimously by roll call vote, approved the FY 2017-18 Joint Resolutions for Participation of Transportation Services [4% & 2%] with the Sussex County Regional Transportation Cooperative [Hopatcong Borough Board of Education as the lead agency] for all of the Board's student transportation needs [DOCUMENT J and K].

It was noted that there is a bus driver shortage.

On motion by Mr. Christy, seconded by Mrs. Davis, and carried unanimously by roll call vote, approved the FY 2016-17 Federal Grant-NCLB/IDEA expenditure [modified due to staffing changes] as depicted on DOCUMENT L.

On motion by Mrs. Ambrose, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, approved the purchase under State of New Jersey BPA (G-2075) Contract from Kyocera Document Solutions of a Kyocera TASKalfa 6002i copier in the amount of \$6,802 to declare the KM-2530 copier purchased in July 2003 as surplus & to dispose of the copier, as appropriate.

Mr. Jinks and the Board Secretary reviewed the lead in water test results that occurred on 25 February 2017 [DOMUMENT M]. A brief discussion ensued.

The Board Secretary reviewed the bidding/project timelines for the Library Humidity Project:

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- Monday 10 April 2017-Bid Specification accepted by the Business Administrator, after approval by the Board attorney.
- Friday 14 April 2017-Legal notice placed in the NJ Herald and bid specifications are available at the offices of Parette Somjen Architects.
- Thursday 20 April 2017-Pre-bid meeting.
- Monday 24 April 2017-Questions due from bidders.
- Wednesday 26 April 2017-Any bidder questions answered.
- Wednesday 10 May 2017-Bid opening at 11:00 a.m.

The Board Secretary reported that the Department Of Education approval letter for the Library Humidity Project was received today, 25 April 2017.

The Board Secretary reported the following 2018 seats are up for election at the November 2017 Annual School Elections. If people are interested in running for a board seat, they should go to the Sussex County Clerk's website [www.sussexcountyclerk.com] and obtain a nominating petition:

- 3-Three year seats [Mrs. Crosby, Mrs. Davis and Mr. Jones]

On motion by Mrs. Frayko, seconded by Mrs. Davis, and carried unanimously by roll call vote, **approved the FY 2017-18 Food Service Management Company contract [renewal #4] with Maschio's Food Service, Inc. [the exact wording, with respect to the fee and the guarantee from the proposed FY 2017-18 contract has to be included in the minutes], as follows [last renewal]:**

A. Article I: Federal and State Required Contract Language

b) A. DURATION OF ADDENDUM

This addendum begins on July 1, 2017 and ends on June 30, 2018.

c) B. MANAGEMENT FEE(S) / GUARANTEES

1) MANAGEMENT FEE

The School Food Authority shall pay Maschio's an annual management fee in the amount of \$8,058.00. The management fee shall be payable in monthly installments of \$805.80 per month commencing on September 1, 2017 and ending on June 30, 2018.

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2) GUARANTEE NO COST/BREAKEVEN

Maschio's guarantees a no cost or breakeven food service operation, including the management fee. In the event that program costs exceed total revenues (from all sources), Maschio's shall be responsible for any losses (shortfalls) incurred with the following conditions:

3) GUARANTEE CONDITIONS

- a) There shall be no change in the School Food Authority's policies, practices and service requirements including changes in bell schedules and or meal service periods.
- d) The proposed pricing schedule is approved.
- e) The proposed staffing schedule is approved with no alterations.
- f) The state or federal minimum wage rate and taxes in effect as of January 1, 2017, shall remain consistent throughout the year.
- g) The projected number of service days for lunch will be the following:
 - 180 Elementary School
 - _____ Middle School
 - _____ High School
- h) There shall be no reduction in service days due to inclement weather schedule changes i.e. early dismissal, delayed opening.
- i) The government reimbursement rates shall be no less than the rates for the previous school year.
- j) Vendor prices shall remain constant throughout the year.
- k) Average daily attendance shall remain at the same level as the previous school year.
- l) The number of free and reduced price participants shall remain at the same level as the previous school year.
- m) USDA donated foods including both entitlement and bonus foods, and including the value of donated foods contained in processed end products will be no less than the previous school year.

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- n) Usable USDA donated foods, of adequate quality and variety required for Maschio's proposed menu will be valued at no less than the previous school year's value per reimbursable meal.
- o) There shall be no restrictions in a la carte sales. Sales will be permitted at all locations for the term of this addendum.
- p) Service hours, service requirements type or number of facilities selling food and/or beverages on School Food Authority's premises shall remain consistent throughout the year.
- q) There shall be no competitive sales during all service hours.
- r) Any changes in legislation, regulations, reimbursement rates, meal components and quantities required by the Child Nutrition Programs or changes in the USDA Smart Snack Policies will affect the guarantee.
- s) Due to the volatile nature of raw material costs, Maschio's and the Local Education Agency shall review quarterly, costs associated with paper and plastic supplies and fuel surcharges on other deliveries. Any changes in Maschio's costs shall result in an appropriate change in the guarantee.
- t) There will be no cessation of labor within the School Food Authority that would adversely affect sales.
- u) The School Food Authority shall make payment to Maschio's for the entire amount of fees, costs and expenses which Maschio's shall have incurred as the result of union organizational activities and participation in administrative proceedings involving the unionization of personnel, which were unknown to the officers of Maschio's at the time of execution of this addendum.
- v) The number of eligible free and reduced students will be at least equal to the number of free and reduced eligible students in the previous school year.
- w) The School Food Authority agrees to reimburse the food service account for the amount of unpaid charged meals either monthly or annually.
- x) Maschio's will not be responsible for sales decrease due to allowances given by the School Food Authority for students to purchase lunches off campus if that allowance was not stated in the School Food Authority's specifications.
- y) Any additional costs associated with breakfast will reduce the guarantee.

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- z) The projected number of service days for breakfast will be the following:
180 Elementary School
_____ Middle School
_____ High School
- aa) Any mandated expenses by either the federal or state governments regarding employee health care costs will reduce the guarantee in the amount of the actual cost of those expenses.
- bb) Maschio's has not taken into account the effect of breakfast meals distributed under the School Food Authority's humanitarian meal policy in establishing the guarantee. Any changes in the value of breakfast distributed under such policy that would negatively affect the guarantee will result in an appropriate adjustment thereof.
- cc) Maschio's has not taken into account the effect of lunch meals distributed under the School Food Authority's humanitarian meal policy in establishing the guarantee. Any changes in the value of lunch distributed under such policy that would negatively affect the guarantee will result in an appropriate adjustment thereof.
- dd) The cost of providing reimbursable humanitarian meals will be at no cost to students. Humanitarian meals shall mean meals provided at no cost to students who are unable to pay the full or reduced price for a reimbursable meal. If a reimbursable Humanitarian meal is provided, the cost of such meals either Full price or Reduced price shall be billed to and paid for by the School Food Authority. If payment for humanitarian meals is not received from the School Food Authority, then the cost of providing the humanitarian meals shall be excluded from the calculation of financial results for purposes of determining achievement of the financial guarantee.
- ee) Any changes in the actual sales of meals distributed under any non-pricing program implemented during the current contract term could negatively affect the guarantee which will result in an appropriate adjustment thereof.

In the event the foregoing conditions are not met during the school year, Maschio's guarantee obligation shall be reduced by an amount equivalent to any increased cost or loss of revenue attributable to the changes in such conditions.

On motion by Mr. Christy, seconded by Mrs. Ambrose, and carried unanimously by roll call vote, approved the proposed FY 2017-2018 Price List as listed on DOCUMENT N which depicts the student lunch increasing from \$2.80 to \$2.90 and the student breakfast remaining at \$1.60.

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On motion by Mr. Gillen, seconded by Mr. Christy, and carried unanimously by roll call vote, **approved the FY 2017-18 Horizon Dental Option Plan rates [a three percent (3%) increase in premiums over the FY 2016-17] as depicted on DOCUMENT AD1.**

SUPERINTENDENT'S REPORT

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved Anthony DeSino as a part-time Classroom Aide, 5.5 hours per day inclusive of a ½ hour unpaid lunch, effective 27 March 2017 at a rate of \$12.36 per hour (annual salary of \$11,310 pro-rated). This position is not eligible for benefits.**

On motion by Mr. Gillen, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the 2017 – 2018 staffing list as depicted on DOCUMENT O.**

On motion by Mr. Gillen, seconded by Mr. Christy, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **accepted the Superintendent's report of zero (0) instances of HIB as presented to the Board on 16 March 2017.**

Mr. Jinks reported the following Discipline Summary as of March 14, 2017 – April 14, 2017:

OSS - 1

ISS - 1

Mr. Jinks reported:

Fire/Evacuation/Safety Drills:

Active Shooter Drill – 3/30/17

Fire Evacuation Drill – 3/30/17 – 3 min. 15 sec.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved items 1 – 5:**

- 1. Field Trips as depicted on DOCUMENT P.**
- 2. Professional Development as depicted on DOCUMENT Q.**

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- 3. Substitutes as depicted on DOCUMENT R.**
- 4. Facility Use as depicted on DOCUMENT S.**
- 5. Caitlin Bach as substitute teacher and aide.**

On motion by Mr. Gillen, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved items 1 – 4:**

- 1. June 16, 19, and 20 as early dismissal (1:00 PM) days for students.**
- 2. June 20 as the last day and graduation for students at 7 P.M.**
- 3. To move the Board of Education Meeting from Tuesday 20 June to Wednesday 21 June 2017.**
- 4. June 21 last day for staff.**

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the Bi-Annual Report of Violence and Vandalism, for the time period of September 1, 2016 through December 31, 2016 as follows:**

Violence, Vandalism and Substance Abuse

As per Public Law 6A:16-5.3, each school district shall report incidents of violence, vandalism and substance abuse two times per year. Those incidents shall also be reported to the NJ Department of Education via the department's Electronic Violence and Vandalism Reporting System (EVVRS).

As reported to the Department of Education, there were zero (0) incidents of violence, vandalism or substance abuse which rose to the standards established by the Department of Education during the 2016/2017 school year for the period ending December 31, 2016.

On motion by Mrs. Ambrose, seconded by Mrs. Cunningham, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved the Bi-Annual Report of Harassment, Intimidation and Bullying, for the time period of September 1, 2016 through December 31, 2016 as follows:**

Harassment, Intimidation and Bullying

As per Public Law N.J.S.A.18A:7E-3, each school district shall report incidents of harassment, intimidation or bullying two times per year.

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As reported to the Board at their regular meetings from September 2016 through January 2017 there was one (1) incident of suspected harassment, intimidation or bullying reported to Meghan Braccioforte, School HIB Specialist, and/or Kimberly Sigman, District HIB Coordinator.

- Incident 01 - The incident was reported by a parent as comments, gestures or acts targeting their child during class. The HIB Specialist investigated the incident and found the claim to be unsubstantiated.

As reported to the Department of Education, there were zero (0) incidents of harassment, intimidation or bullying during the 2016/2017 school year for the period ending December 31, 2016.

On motion by Mrs. Cunningham, seconded by Mrs. Davis, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved unpaid leave for Mrs. Laurie Dora, teacher, as outlined in her letter to the Board [DOCUMENT T].**

OPEN TO THE PUBLIC

~ At this time, members of the public are invited to address the Board. Please note that public comments on the agenda items will be made in accordance with Policy 0167 – Public Presentation at Board Meetings. Each statement made by all participants may be limited to three minutes in duration. If you would like to address the Board, please raise your hand to be called upon. Once called, please stand and state your name and address before making your statement to the Board.

On motion by Mr. Christy, seconded by Mrs. Davis, and carried unanimously by voice vote, **opened the meeting to the public at 8:17 P.M.**

No one addressed the Board.

On motion by Mrs. Davis, seconded by Mr. Christy, and carried unanimously by voice vote, **closed the meeting to the public at 8:17 P.M.**

MINUTES OF PUBLIC HEARING AND REGULAR MEETING

April 25, 2017

EXECUTIVE SESSION

On motion by Mrs. Cunningham, seconded by Mr. Christy, and carried unanimously by voice vote, closed the meeting to the public at 8:17 P.M.

TO EXECUTIVE SESSION

WHEREAS, pursuant to N.J.S.A. 10:4-12(b), the Board of Education may exclude the public from that portion of a public meeting at which the Board discusses any of the matters described at N.J.S.A. 10:4-12(b)(1)-(9);

NOW, THEREFORE, BE IT RESOLVED that the Board of Education shall forthwith enter into closed session to discuss the following matter(s) concerning:

- ☒ [X] Matters rendered confidential by state or federal law – HIB Reporting
- ☐ [] Personnel
- ☐ [] Appointment of a public official
- ☐ [] Matters covered by the attorney-client privilege
- ☐ [] Pending or anticipated litigation
- ☐ [] Pending or anticipated contract negotiations
- ☐ [] Protection of the safety or property of the public
- ☐ [] Matters which would constitute an unwarranted invasion of privacy
- ☐ [] Matters in which the release of information would impair a right to receive Funds from the United States Government
- ☐ [] Matters concerning collective negotiations and/or the negotiation of terms and Conditions of employment of employees of the Board of Education
- ☐ [] Possible imposition of a civil penalty or suspension

BE IT FURTHER RESOLVED that said discussion may be disclosed to the public when the reasons for discussing and acting upon it in closed session no longer exist.

On motion by Mr. Gillen, seconded by Mrs. Cuevas, and carried unanimously by voice vote, that the Board returned to regular session at 8:23 P.M.

Mr. Jinks reported that there was one (1) HIB investigation conducted between 14 March and 14 April 2017. Based on the findings of the investigation, the claim was determined to be substantiated. Due to the findings of this investigation, it was determined that the accused must

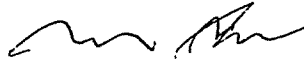
MINUTES OF PUBLIC HEARING AND REGULAR MEETING

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undergo sensitivity and awareness training related to harassment, intimidation and bullying. Also, additional character education lessons will be taught to the students to promote positive social interactions.

On motion by Mr. Gillen, seconded by Mrs. Davis, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:24 P.M.**

Respectfully submitted,



William J. Sabo
Business Administrator/
Board Secretary